



DIRECTIONS FOR CREATING YOUR DATA DISK AND TOPSPRO REPORTS

***Please send data to CASAS as soon as possible after the end of the program year.
Data Submission and reporting deadline is: AUGUST 15, 2003***

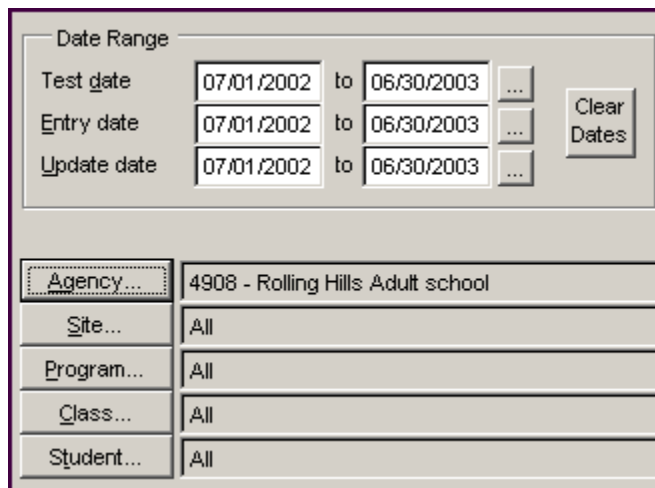
Included below are instructions for submitting your 2002-2003 TOPSpro data to CASAS. Please remember to roll your data up to an agency level before starting the process below. Do not send individual site data separately; see *Agency Rollup Instructions* at <www.casas.org> for further assistance. There are three parts to these instructions. Part 1 applies to all agencies and will guide you through the process of creating a TOPSpro export. Part 2 is only for WIA 225/231 and EL Civics agencies and describes how to create the required reports. Part 3 provides mailing instructions.

If you have any questions regarding the steps below, please contact CASAS technical support at (800) 255-1036.

Part 1: Creating a TOPSpro Export.

1. Logon to your aggregated TOPSpro installation. Go to Tools-Database-Import/Export...
2. Select the "Export this system's data for use on another system," then click [Next].
3. Select the "Export tables for import into another TOPSpro installation," and click [Next].
4. Select the "Export Student and Consumer data," then click [Next].
5. Ensure that all seven (7) "Tables to Export" are checked and "Include incomplete records" in the Options section is checked, then click [Next].
6. Ensure that the program year "07/01/2002 to 06/30/2003" is entered for *Test Date*, *Entry Date*, and *Update Date* in the Date Ranges section.
7. Ensure that the correct *Agency* is selected.

8. Ensure that the *Site, Program, Class, and Student* listings display “All.” If this is not the case, click on the appropriate mover box and press the double blue arrow “<<” button to remove all items from the “Selected” side and click [OK]. Your screen should now look like the following illustration with your agency name listed on the Agency line. Click [Next].

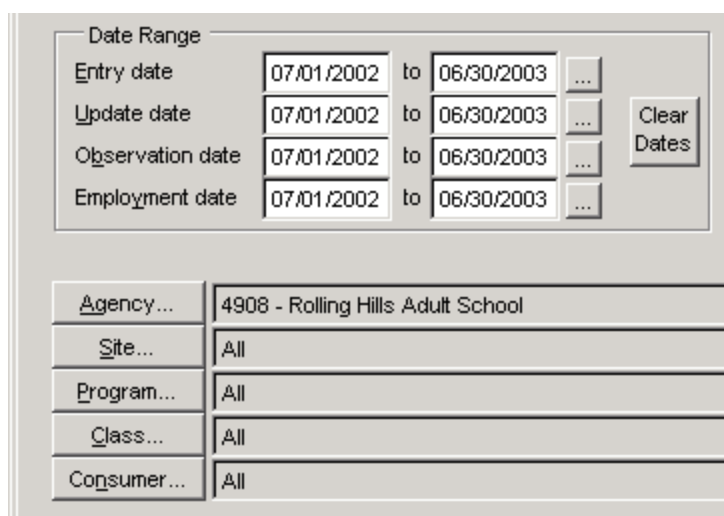


Date Range	
Test date	07/01/2002 to 06/30/2003 ...
Entry date	07/01/2002 to 06/30/2003 ...
Update date	07/01/2002 to 06/30/2003 ...
Clear Dates	

Agency...	4908 - Rolling Hills Adult school
Site...	All
Program...	All
Class...	All
Student...	All

Note: If you receive a warning, “There are no Personnel records that match the given criteria”, click [OK]. ***Do not proceed with the export.*** You must enter all federally-required information for Federal Table 7, in the Personnel Lister. Consult with your program director for this information.

9. This step applies to agencies using the POWER assessment and Consumers. As in the previous step, ensure all date ranges match the program year. Click [Next].

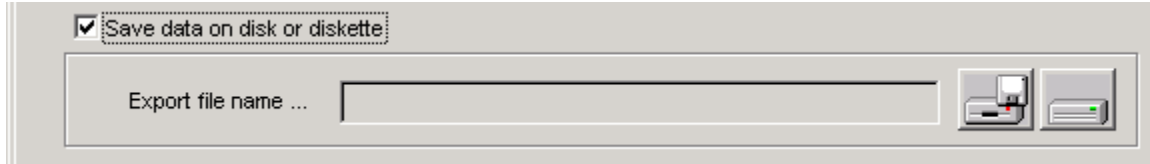


Date Range	
Entry date	07/01/2002 to 06/30/2003 ...
Update date	07/01/2002 to 06/30/2003 ...
Observation date	07/01/2002 to 06/30/2003 ...
Employment date	07/01/2002 to 06/30/2003 ...
Clear Dates	

Agency...	4908 - Rolling Hills Adult School
Site...	All
Program...	All
Class...	All
Consumer...	All

Note: If you receive a series of warnings such as, “There are no Entry records that match the given criteria,” click [OK] each time. Proceed to the next step.

10. Check the “Save data on disk or diskette” checkbox, and click the floppy disk drive icon.



Floppy disk drive icon

TOPSpro automatically fills in the “Export file name..” line with the default file name of “ExportTOPS_exportdate.zip.”

11. Click [Next].

A summary screen with a checkered flag appears listing all the items that will be exported. By default, the “Create Archive Log” and “Export Scanner Settings” boxes are selected. Please de-select them at this time.



12. Click [Finish].
13. If more than one diskette is needed, a window will instruct you to put the first disk of a multi-volume set into the floppy drive. Click [OK]. You will be prompted to insert the diskettes one at a time until the copying is completed. Don’t forget to number the floppies (Example: 1 of 5, 2 of 5, etc.).
14. You will then receive a final confirmation message- “Export file successfully created and saved as...”
15. Click [OK] to complete the process.
16. All non-WIA 225/231 or EL Civics agencies may proceed to the disk mailing instructions at the end of this document.

Part 2: Use the following steps to create the following reports from TOPSpro. Refer to the accompanying letter for guidelines on which reports are required from your agency.

- **California Benchmark Summary report**
- **California Benchmark Totals report**
- **Data Integrity report.** (You must have installed TOPSpro version 4.1 to run this report!)
- **EL Civics Outcome Dataset Summary report**

1. Follow the TOPSpro menus to run the report(s)
 - a. For the CA Benchmark Summary report: Go to the Reports menu and choose: Benchmarks—California Benchmark Summary.
 - b. For the CA Benchmark Totals report: Go to the Reports menu and choose: State Reports—CA Benchmark Totals.
 - c. For the Data Integrity report: Go to the Reports menu and choose: Data and Class Management—Data Integrity Part I.
 - d. For the EL Civics Outcome Dataset Summary report: Go to the Reports menu and choose: EL Civics—Outcome Dataset Summary.
2. Once the Report Setup dialog box appears, ensure the following appears on the Student tab. (see Figure 1)
 - a. Date range for *Entry date* is “07/01/2002” to “06/30/2003.”
 - b. The *Agency* field has your agency listed.
 - c. The *Site* and *Class* fields both say “all.”

3. Press the *Print Preview* icon (piece of paper with magnifying glass).



The *Print Preview* icon

4. Print the report (press the printer icon) and close the previewed report.



The *Print* icon

Note: repeat this process for each of the TOPSpro reports.

5. Complete the Certification Letter for FY 2002-2003 and submit it with your CA Benchmark Summary, Benchmark Totals Report, and data disk(s).

Include the printed reports along with your data disk and other documents in a single package. Please refer to the letter accompanying these instructions for additional end-of-year submission requirements.

Part 3: Send your data disk and reports (if required) to:

Make sure to write on the TOPSpro export disks the following information:

Agency FY 2002-2003 End-of-Year Data Submission
Agency Name/Site Name (if applicable)
Contact Name and phone number
Disk number _ of _

Send the TOPSpro export disk(s) and the California Benchmark Report to the following address:

CASAS
California 2002-2003 End-of-Year Data Submission
P.O. Box 80488
San Diego, CA 92138

Report Setup Illustrations

Figure 1

New Report Setup - California Benchmark Summary

Setup Name: []

Student | Consumer | Options | Entry Filters | Drop Reasons

☐ Include only Students
 ☐ Include only Consumers
 ☒ Include both Students and Consumers

Date Range
 Test date: [] to []
 Entry date: 07/01/2002 to 06/30/2003
 Update date: [] to []

☒ Synchronize selections
Ensures that most criteria for both students and consumers are the same

Agency...	4908 - Rolling Hills Adult School	(1)
Site...	All	
Program...	Basic Skills (ABE), ESL, ESL/Citizenship, GED, High School Diploma, Spanish GED	(6)
Class...	All	
Student...	All	
Forms...	All	
Teacher...	All	

Figure 2 – EL Civics funded agencies

New Report Setup - EL Civics Outcome Dataset Summary

Setup Name: []

Student | Consumer | Options | Entry Filters | Drop Reasons

☒ Include only Students
 ☐ Include only Consumers
 ☐ Include both Students and Consumers

Date Range
 Activity record date: 07/01/2002 to 06/30/2003

Agency...	4908 - Rolling Hills Adult School	(1)
Site...	All	
Program...	All	
Class...	All	
Student...	All	
Forms...	All	
Teacher...	All	